

Selection Documentation

Manager

Learning Management Systems (LMS) Administration

Executive Level 1

\$134,445 - \$157,080 plus superannuation

ABOUT US

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQ+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions

This role is office based in Canberra.

ROLE

The Digital Learning section is a new section established to grow ASIS's eLearning capability including uplifting the use of an enterprise Learning Management System (LMS). The Manager will lead and manage a small team of specialists responsible for engaging business areas to achieve greater enterprise use of the LMS as a platform for learning delivery, course administration, compliance reporting and supporting talent management.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to manage a team to meet tight deadlines and work to support ASIS priorities.

KEY RESPONSIBILITIES AND TASKS

Outlined below are the key areas of responsibility for the Manager Digital Learning:

- Lead and oversee specialists providing administration of the enterprise learning management system (LMS)
- Structure and create initial training workflows in the LMS and provide support to course owners relating to course administration functions
- Guide technical enhancements of learning records and integrate with HR systems to support people capability management and individual career planning
- Provide enterprise reporting for stakeholders on training development and delivery matters
- Manage and coordinate the concurrent delivery of work packages in the team, utilise individual/team expertise and diversity, and oversee/coordinate development projects
- Build team and individual staff capability through coaching, mentoring, supporting career development, and providing performance feedback
- Pursue and maintain effective relationships with relevant external agencies on sharing digital learning packages
- Collaborate with managers of learning and development teams, and training stakeholders during learning needs analysis to ensure integration of learning content into the LMS
- Engage business areas service-wide to transition siloed training administration and record keeping into LMS workflows

CORE SKILLS

The following is an overview of skills required to succeed in the role:

- Technical literacy compatible with understanding a learning management systems (LMS)
- Manage team resources, including people, and equipment/technology
- Pursue and maintain effective relationships with counterparts from relevant NIC agencies, DFAT, other customer agencies and external suppliers
- Ability to undertake stakeholder engagement with a collaborative approach to deliver outcomes to projects
- Strong verbal skills and the ability to engage with internal and external stakeholders, including up to SES level
- Foundational understanding of Learning Needs Analysis (LNA) and Instructional Design (ID) processes

EDUCATION, QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

The following education, qualifications and/or experience are essential:

- Experience in using a learning management system, ideally with some administration responsibilities
- Demonstrated effective workplace management and leadership skills
- Demonstrated experience in the development of effective training programs

The following education, qualifications and/ or experience will be highly regarded:

- Knowledge of contemporary adult education methods, and experience in Learning Needs Analysis (LNA) and Instructional Design (ID)
- Qualifications in Education, Vocational Education or Adult Education

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

CAPABILITIES

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

Shapes Strategic Direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

Job Specific Requirements

Demonstrated experience and education relevant to the role.

HOW TO APPLY

Applicants will need to apply **ONLINE via Capital Recruit** <https://capitalrecruit.nga.net.au/?jati=63667047-65AD-43C2-E8E8-DAA9A44E341E>

Candidates will be required to attach a resume and submit a maximum 800 word pitch outlining their skills and experience for the role on offer.

Applicants are encouraged to consider the capabilities when preparing their application, as this will form the basis of selection assessment. For more information and tips of applying for jobs in the Public Service search 'Joining the APS' at www.apsc.gov.au

APPLICATIONS CLOSE: 20 MAY 2024

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can be made available to you in performing your role.

WHAT HAPPENS NEXT?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

A merit list will be established for candidates who are suitable and will remain valid for a period of 18 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.